

# **MBI Administration CTIA Critical Issues Forum**

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MBI Oversight LLC Project Executive

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## **MBI Administration Overview**

- The MBI Administrator (NCS Pearson) is responsible for the day-to-day activities of allocating MBI resources in conformance with the *MBI Assignment Guidelines and Procedures*
- The MBI Administrator escalates to the MBI Oversight Council (MOC) for handling of exceptional circumstances or when the *MBI Guidelines* appear to be in need of revision
- The MBI Oversight Limited Liability Corporation (LLC) oversees all contractual, budgetary and legal issues with the MBI Administrator

## **MBI Oversight Limited Liability Corporation (LLC)**

- The MBI Oversight LLC was formed to be the contracting entity between the industry and NCS Pearson for the allocation and management of MBI resources
- The contract was signed on January 18, 2002
- Eliminates the need for each wireless service provider to enter into a separate contract negotiation with NCS Pearson
  - However, each service provider who utilizes MBI resources must sign a User Agreement with the MBI Administrator
- Four companies are members of the LLC today
  - Additional membership encouraged

## **MBI Oversight LLC Responsibilities**

- Issue requests for proposal and/or invitations to bid on any matter directly or indirectly related to the System
- Negotiate, award, execute, administer and enforce contract with vendor on any matter directly or indirectly related to the System, including specifying compensation, technical requirements deliverable dates and service required
- Ensure modifications of the *MBI Guidelines* approved by the MOC are incorporated in the Customer Requirements Document (CRD) or the Master Services Agreement (MSA) as needed

## **MBI Oversight LLC Project Executive Responsibilities**

- Serves as primary contact between MBI Oversight LLC and MBI Administrator
- Coordinates day-to-day resolution of issues with MBI Administrator Project Executive
- May act as service provider spokesperson and industry liaison to MBI Administrator for *MBI Guidelines* issues
- Dana Smith, Verizon Wireless
  - 817-258-1036 phone / 817-258-1818 fax
  - dana.smith@verizonwireless.com

### **MBI Administrator**

### **Project Executive Responsibilities**

- Serves as primary contact between MBI Administrator and MBI Oversight LLC
- Coordinates day-to-day resolution of issues with MBI Oversight LLC Project Executive
- Serves as the MBI Administrator representative and Secretary for the MOC
- Point of contact for receiving requests for additional services or service enhancements
- Mitch Kaufman, NCS Pearson
  - 703-435-8255 phone / 651-683-6301 fax
  - mkaufman@ncs.com

### **MBI Oversight Council (MOC) Overview**

- Membership open to any licensed US facilities-based wireless service provider
- Actions taken when consensus reached
  - if no consensus, then a majority vote is required
- Each entity allowed one vote
- No proxy votes

### **MOC Responsibilities**

- Modify *MBI Guidelines* as needed to meet changing or unforeseen circumstances
- Modifications may be identified by the MBI Administrator, a MOC member or any wireless entity/forum operating within the NANP area
- Answer questions regarding the maintenance of the *MBI Guidelines* or requests for modifications
- Interpret and clarify *MBI Guidelines* or answer questions associated with an appeal referred to the MOC by an Applicant/Assignee or the MBI Administrator for final resolution

## **MOC Responsibilities Continued**

- Resolve issues referred to the MBI Administrator but not resolved to the satisfaction of the Applicant/Assignee or MBI Administrator (see section 10 of the *MBI Guidelines*)
- Request that MBI Administrator perform assignment audits of service providers
  - Only required of the MBI Administrator if agreed to by the MOC

## **Initial MOC Meeting**

- Initial MOC Meeting to be held June 27-28, 2002
  - NCS Pearson offices near Minneapolis/St. Paul airport
  - 1313 Lone Oak Road, Eagan, MN 55121
  - 8:30 am-5:00 pm CDT on 6/27 and 8:00 am-12:00 pm CDT on 6/28
- Initial MOC Meeting Agenda
  - Review and discuss proposed changes to *MBI Guidelines*
  - Review and discuss MOC structure, operating procedures and issues
  - Elect Co-Chairs
  - Determine dates and frequency of future MOC meetings
  - NCS Pearson will act as Secretary, per the CRD
- *MBI Guidelines*, MOC meeting notices and records, and other MOC information will be available on the MBI Administrator website: [www.mbiadmin.com](http://www.mbiadmin.com)

## **MBI Administration Website Status**

- MBI Administration website now online: [www.mbiadmin.com](http://www.mbiadmin.com)
- Form A and A1 processing in production as of May 15, 2002, as scheduled
- Final Acceptance Testing for remaining functionality will start on June 25, 2002 and is scheduled to be in production on July 15, 2002

## **MBI User Agreement and Service Account Registration**

- Packages sent to all US service providers on April 15, 2002
- If not received, contact the MBI Administration Help Desk
  - 651-683-6400 (7:00 am–7:00 pm Central)
  - Via e-mail to [mbiadmin@ncs.com](mailto:mbiadmin@ncs.com)
- MBI user agreements and initial service account registration should be completed as soon as possible
- Initial service account registration is \$130
- Additional service accounts are \$85 each

## **MBI Grandfathering Now Underway**

- Service providers should complete the association of their MBIs to service accounts using Form A1 by June 28, 2002
- MBI Administrator will provide a list, by service account, of all MBIs assigned to service providers on July 15, 2002
- Service providers may submit change requests against above list using Form C between July 15, 2002 and August 19, 2002
  - **August 19, 2002 is the last day service providers may submit a request for grandfathering**
- Service providers must confirm and pay for grandfathered MBIs using Form F between July 15, 2002 and August 30, 2002
- MBI database will be established on September 3, 2002

### **MBI Grandfathering Pricing**

- Between July 15, 2002 and August 30, 2002
  - Paper applications (Forms A1 and C) may be faxed to Administrator but will incur additional processing charges:
    - \$5 per service account
    - Plus \$.55 per MBI
  - Electronic Form C applications (spreadsheet) may be sent to MBI Administrator but will incur additional processing charges:
    - \$50 per service account
  - Grandfathered MBIs, confirmed on Form F, are \$21.42 each
    - Price increases may be assessed as needed to meet FCC expanded requirements

### **MBI Administration Contacts**

- MBI Administration Help Desk – NCS Pearson
  - 651-683-6400 phone / 651-683-6045 fax
  - mbiadmin@ncs.com
- MBI Administration Supervisor – NCS Pearson
  - Patrick Tima
  - 651-683-6221 phone / 651-683-6045 fax
  - pjtima@ncs.com
- MBI Administrator Project Executive – NCS Pearson
  - Mitch Kaufman
  - 703-435-8255 phone / 651-683-6301 fax
  - mkaufman@ncs.com

### **MBI Oversight LLC Contacts**

- MBI Oversight LLC Project Executive
  - Dana Smith, Verizon Wireless
  - 817-258-1036 phone / 817-258-1818 fax
  - dana.smith@verizonwireless.com
- MBI Oversight LLC First Co-Chair
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  - 503-287-7669 phone / 425-806-3685 fax

- colleen.flury@attws.com
- MBI Oversight LLC Second Co-Chair
  - Mark Enzmann, Cingular
  - 404-249-0723 phone and fax
  - mark.enzmann@cingular.com